

# Job Opportunity

May 12, 2006

With CDA  
it's not just  
another job  
it's a career!

## DUTY STATEMENT

Please refer to  
CDA8 #0506-640-010  
on your application.

Applications will be  
accepted until FILLED.

All applications will be  
screened and only the  
most qualified will be  
interviewed

E-mail your application  
and resume to:  
**careers@aging.ca.gov**  
or  
for more information go  
online to:  
**[http://www.aging.ca.gov/  
html/jobs/  
career\\_opportunities.html](http://www.aging.ca.gov/html/jobs/career_opportunities.html)**  
or  
mail your information to the  
address below:

**CALIFORNIA DEPARTMENT  
OF AGING  
HUMAN RESOURCES**

1300 National Drive,  
Ste 200  
Sacramento, CA 95834  
TDD 1-800-735-2929

(916) 419-7525  
(916) 928-2269



**APPLY NOW  
CLICK HERE!**

## Office Technician (Typing)

Limited Term (12 months)

Full-Time Position

Salary: \$2,510.00 - \$3,050.00

Make a difference! Join the CDA Team working with programs that serve older Californians, family caregivers and adults with disabilities.

Audit Branch staff members perform compliance audits of State and federally-funded programs. These programs offer services and opportunities for older Californians, especially those at risk of losing their independence.

### PROGRAM:

Under the supervision of the Branch Chief, Audits Branch, the office technician performs a variety of functions and is responsible for providing administrative and clerical support for the Audits Branch staff.

### DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Using a typewriter or personal computer, prepares and/or completes final format of a variety of documents, including memos, letters, audit reports, charts, forms, graphs, etc., for Audits Branch staff. Screens and distributes all branch mail; answers phone calls, providing program information within scope of knowledge or routing quest to appropriate branch member.
- Proofs all documents for grammar, content, and style ensuring consistency with accepted departmental methods as outlined in the Gregg Manual.
- Maintains a tracking system for independent CPA audit reports and monitors a variety of audit reports received from the State Controller's Office that are applicable to state programs administered by the Department. Maintain the Audits Branch resource library.
- Maintains Audit Resolution, Audit Report, general correspondence and control correspondence logs and files that are logical, up-to-date, complete, and easily accessible to branch manager and staff.
- Compiles monthly timesheet information and reports usage by program to branch manager.

### WHO MAY APPLY:

Applicants currently at the Office Technician Typing level or who have eligibility for appointment or transfer to this classification. Priority consideration will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees.

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

